

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	<u>KERNAN, Scott</u>
Expense Dates	<u>07/31/09-08/09/09</u>
Total Expense Amount	<u>111.88</u>
Amount Due Employee	<u>111.88</u>
Form ID	<u>TEA000500379</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/31	Transit Subsidy	65.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Travel & Expense Account Summary

Employee Name Scott KERNAN
Expense Dates 07/31/09-08/09/09
Report Name 5700 August 2009 Receipts

Request Total \$ 111.88
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **111.88**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	5700 CIM Riot	46.88
Non-Travel Expenses	5700 August 09	65.00

NOTE: (d)=Direct Charge

DATE	Fri Jul 31									TOTAL
Transit Subsidy	65.00									65.00
TOTALS \$	65.00									65.00

DATE	Sun Aug 9									TOTAL
Mileage, Personal Auto	37.88									37.88
Parking, Auto	9.00									9.00
TOTALS \$	46.88									46.88

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	5700 August	07/31/09	Transit Subsidy	65.00	Cash
Non-Travel Expenses	5700 CIM	08/09/09	Mileage, Personal Auto	37.88	Cash
Non-Travel Expenses	5700 CIM	08/09/09	Parking, Auto	9.00	Cash